

City of Castle Rock

Letter of Completeness



City of Castle Rock
PO Box 370
Castle Rock, WA 98611

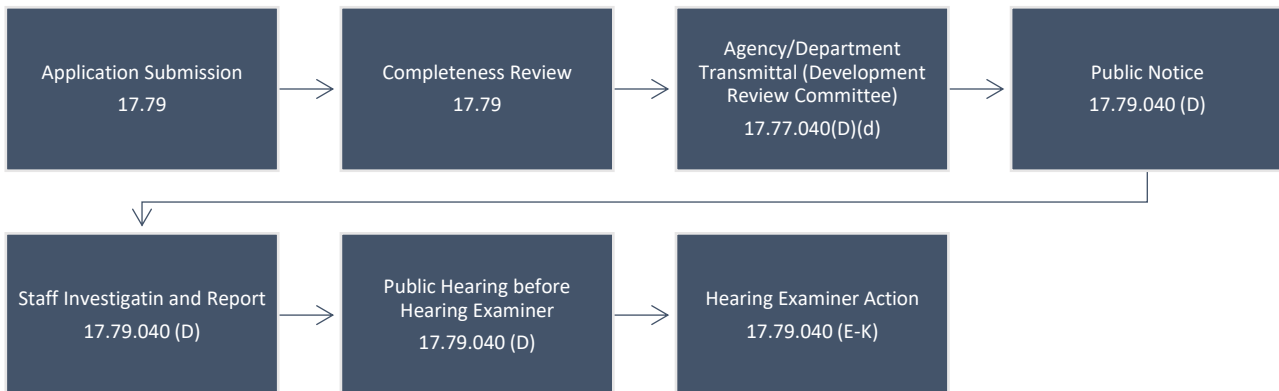
June 2, 2026

Re: Letter of Completeness: Special Use Permit Request - Temporary Shell Convenience Store at 1140 Dougherty Drive NE, Castle Rock WA 98611, CRP-26-006

Dear Ms. Teja and Mr. Ramos,

The city has reviewed your application materials submitted on May 4, 2026 regarding a special use permit request for the Shell Convenience Store at 1140 Dougherty Drive, Castle Rock to convert an existing retail space for a temporary convenience store, a temporary food cart, temporary gas kiosk, and other infrastructure as required to keep the business running during a reconstruction project, as processed through the City of Castle Rock's Special Use Permit Process.

This letter confirms that the application has been determined to be **complete** for the purpose of beginning the formal review process. Further review may identify the need for additional information or clarification as the project proceeds. The process is outlined by the following steps in accordance with the Castle Rock Municipal Code CRMC 17.77.040 (5) Type V – Quasi Judicial, and CRMC 17.79.



If you have any questions, please don't hesitate to contact us at 360-274-8181.

Sincerely,

Rachel Granrath, Contract City Planner
Rachel.granrath@kimley-horn.com

Cc: Karlene Akesson, Deputy Clerk, kakesson@ci.castle-rock.wa.us
Carie Cuttonaro, Clerk-Treasurer, ccuttonaro@ci.castle-rock.wa.us